

**CITY OF HOUSTON
SCOPE OF WORK FOR
STAINLESS STEEL FABRICATION & INSTALLATION
FOR THE
GENERAL SERVICES DEPARTMENT**

It is the intent of the City of Houston to solicit the lowest and best responsible bid or price under competitive conditions.

Prospective bidders are advised that this bid is not to be considered restricted to any referenced manufacturer and all bidders are specifically directed to informal bid terms of the "General Conditions of Bidding".

The following are the minimum acceptable specifications:

1.0 SCOPE OF WORK:

Work under this contract shall include the furnishing of all labor, equipment, supplies, parts, tools, transportation, supervision, and necessary insurance for fabrication and Installation of Stainless Steel Countertops+at City of Houston Fire Station No. 5 , located at 2020 Hollister, Houston, TX 77055

Fabrication and Installation of Stainless Steel Countertops involves the following:

- 1.1 Contractor will provide (3) 14 gauge stainless steel kitchen countertops as per the attached plan.
- 1.2 Included is a double sink lavatory that must be fully welded integral with countertop. Each sink bowl will be 18+long x 16+front to back x 12 deep with drain hole for a standard type basket/strainer. Provide a raised platform ½ high x 3 wide x 12 long and fully welded integral with countertop for a standard 3. hole faucet deck to mount on. The platform is designed to help prevent standing water from seeping through under the faucet deck and into cabinet below. The platform must be centered evenly with the center of the sink. Provide three (3) one inch diameter holes for a standard type faucet. See plan for location of platform.
- 1.3 For countertops against wall include a standard ¾ x 4 back-splash along the back and end walls.
- 1.4 For countertops against wall include stainless steel panels that rise from top of 4-splash to the bottom of the upper wall cabinets. Provide cut outs where needed in wall panels for electrical receptacles. Space between countertop and upper wall cabinet is approximately 21+. Provide finish trim where needed.
- 1.5 Countertop with lavatory will have a minimal slope designed so water will flow towards sink and drain into it.
- 1.6 All finish edges of counter tops will be a standard marine-type finish edge.
- 1.7 All necessary butt joints must have a polished welded seam. No joints shall be visible.
- 1.8 The finish will be a standard satin luster polish.
- 1.9 Contractor will furnish and attach a ¾ CDX plywood substrate for stainless steel to mount on.
- 1.10 Working hours at job site will be from 6:00 a.m. to 2:30 p.m., Monday through Friday. Different times will be considered but must be approved and prearranged with City of Houston GSD Job Site Supervisor.
- 1.11 The contractor shall complete all specified work within twenty one (21) calendar days from the date the Purchase Order is issued by the City.
- 1.12 Protect surrounding work from damage or disfiguration.

- 1.13 If on site fabrication is needed, accommodations will be made to allow room for contractor to temporarily set up a table or other means of supporting work for that purpose.
- 1.14 The contractor is responsible for maintaining a clean work area at all times during installation and clean up after installation.
- 1.15 Contractor is responsible for verification of all dimensions.

2.0 MATERIALS:

2.1 Materials must meet or exceed the standard in the industry for services to be performed and conform with respect to the specifications.

3.0 QUALITY ASSURANCE:

3.1 Should any material be found defective, not meeting specifications, or that which has not been approved in writing by the owner shall, upon discovery (including any time within the period of the guarantee), be replaced with the specified equipment or material at no additional cost to the City.

4.0 WARRANTY:

4.1 The Contractor shall guarantee all of the work that is performed under this contract, including all materials, workmanship, for a minimum of one (1) year from the date of full acceptance of the work.

5.0 DISCREPANCIES:

- 5.1 If there are discrepancies in the specifications, the Contractor shall ask for a clarification from the City prior to bid opening.
- 5.2 If no clarification is requested, the City's judgement shall rule.

6.0 INSURANCE:

6.1 Contractor must comply with the City of Houston insurance requirements, provide insurance certificate, and drug policy forms within three (3) days of request.

7.0 WORKMANSHIP:

7.1 All work shall be performed and completed in a thorough, workmanlike manner and in accordance with the latest proven practices of the trade by thoroughly skilled and experienced workmen.

8.0 PERMITS:

8.1 Unless specifications state otherwise successful Contractor shall be responsible for securing any and all permits for proposed work. Any fee charged for these permits

shall be the responsibility of the Contractor and not the City of Houston.

9.0 SITE VISIT:

- 9.1 All prospective bidders are encouraged to arrange and attend a site visit to clarify the actual scope of work to be done. Failure of a bidder to arrange and attend a site visit shall not constitute grounds for later claim against the City. Site visit may be scheduled by contacting Ken Mersiovsky at 713 247 8882 or 713 859 3261.
- 9.2 The successful bidder's product shall be supported by an authorized service facility for securing replacement material without undue delay.
- 9.3 Any revisions to be incorporated into this solicitation document arising from discussions before, during and subsequent to the site visit conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. Verbal responses will not otherwise alter the specifications, terms and conditions as stated herein.

10.0 TERMINATION OF AGREEMENT:

- 10.1 This Contract may be terminated by the City Purchasing Agent upon fifteen (15) days notice in writing, if the materials and/or services furnished do not conform to the standard set forth herein; or if the deliveries and servicing of this Contract do not conform to the requirements detailed herein.

11.0 CONTRACT COMPLETION:

- 11.1 The Contractor shall complete this contract within 21 (twenty one) calendar days from the date the Purchase Order has been issued by the City.

12.0 CLEAN-UP:

- 12.1 Unless specifications state otherwise at the completion of all work, Contractor shall remove from the area all trash, rubbish, and debris caused by its operations, leaving the job site clean.

13.0 PRODUCT LITERATURE/SPECIFICATION SHEETS:

- 13.1 To evaluate bids, the user department and the City purchasing staff may require product literature/specification sheets. When required, the bidders(s) should submit the requested product literature/specification sheets within five (5) calendar days from date of request.
- 13.2 **FAILURE ON BIDDER'S PART TO FURNISH THE REQUESTED TECHNICAL DATA IN THE TIME LIMIT GIVEN ABOVE MAY BE CAUSE FOR REJECTION OF THE BID.**